

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Chief of Emergency Medical Services in implementing programs, policies, and procedures for the division. The employee of this class responds to fire or emergency calls to direct EMS operations, as well as supervises subordinates participating in such EMS operations. The Assistant Chief of Emergency Medical Services provides for division training and continuing education programs for the department, as well as maintaining division equipment and supplies. The incumbent of this class works independently while performing routine tasks, reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to the position.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to supervise medical care provided to the sick or injured. Supervises and performs emergency medical services at an emergency scene. Calms distraught family members of the victim during an emergency medical situation. Participates in the Incident Command System, directing operations at mass casualties or hazardous material incidents to take charge of all medical emergency situations. Serves as a liaison between fire service medical operations and area hospitals, answering questions or performing any related duties required.

Assists the Chief of Emergency Medical Services in the management of the operation of EMS Division. Recommends policy decisions regarding personnel and equipment. Conducts inspections of equipment and personnel, as well as observes division operations. Reviews procedures and makes recommendations to improve problem areas. Holds meetings with fire department personnel for the purpose of receiving and reviewing reports, disseminating information, and distributing information concerning the division. Exercises direct supervision over subordinate personnel in areas related to Emergency Medical Services, such as assigning EMS related duty areas and evaluating work performance as directed by the Chief of Emergency Medical Services. Provides assistance to subordinates in technical areas of work.

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such into the operations of the department. Participates in the development of policy and procedures manuals for EMS and EMS training. Gathers information as directed by the Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Assists in the development of a training program for the EMS Division and determines that such program is properly staffed and supplied with related training resources and teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes in designated areas and provides on-the-job or informal training sessions for fire suppression personnel. Works with medical experts and training division personnel to critique field operations. Participates in training exercises to practice acquired skills and to learn new techniques. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services. Determines effectiveness of training program by continually analyzing the results of the tests and reviewing response of personnel at the emergency scene.

Maintains inventory of all medical supplies needed by the department. Authorizes expenditures of funds and orders supplies in accordance to the budget. Dispenses supplies to medical personnel or provides storage as necessary. Assists with the general care, maintenance, and use of EMS communications equipment, EMS apparatus and equipment, and other related property. Inspects emergency medical services property, equipment or operating systems. Arranges for maintenance or repairs as directed. Meets with sales representatives to review products, making recommendations to the proper authority. Assists superior officer with purchasing of equipment and supplies, keeping such purchases with the established budget.

Completes forms, reports and records related to emergency medical services, filing such as required. Writes narrative reports on any areas related to the operation of the EMS Division. Reviews official correspondence and responds appropriately. Reads and compiles statistics, printouts, graphs and charts, and assembles information for use in records and reports. Assists in determining what information should be included in division records and determines in what form this information should be kept. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records.

Promotes a positive public image of the fire department and the emergency medical services division. Conducts workshops and coordinates special projects on emergency medical services,

including first aid and CPR for the general public. Answers questions from the public and releases information to the news media about emergency medical services as directed. Meets with civic and governmental groups to discuss and answer questions on the needs of the division. Communicates with other medical professionals and acts as a consultant for other emergency medical services in surrounding areas. Provides technical expertise, assistance and cooperation in all related EMS efforts. Works with related federal, state and local service agencies on projects of mutual concern.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Must have at least three (3) years of full-time experience as an Emergency Medical Technician-Paramedic.

Must have possessed for a period of three (3) years immediately preceding the application deadline certification as an Emergency Medical Technician-Paramedic.

Must have an Associate of Emergency Medicine, Associate of Business, or any other related degree.